Large Employer Model

User Guide

What is the Large Employer Model?

The Large Employer Model is a tool that parent organisations can use to register and sign up their subsidiaries in bulk rather than inviting them individually to ensure organisation wide commitment.

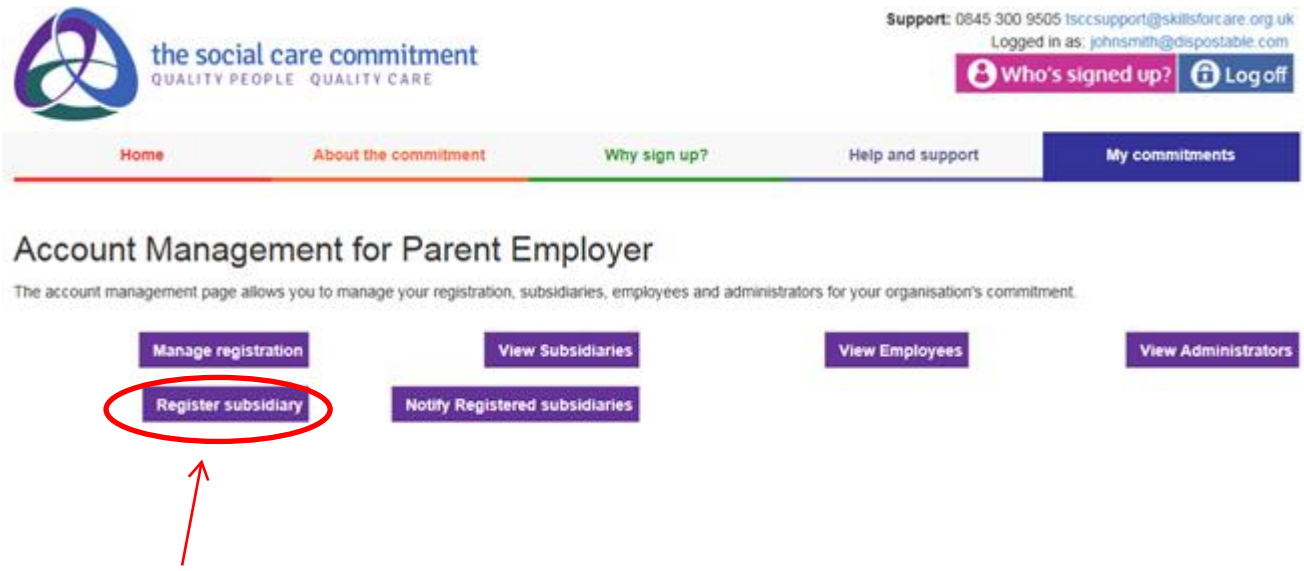
It is broken down into two stages firstly, you select the tasks for the statements and secondly, you enter the details of the primary contact. Each subsidiary has their own account and they will be responsible for inviting their employees. Each subsidiary signs up to the same tasks however, if they wish to select additional tasks at a later date they can do so.

Once all subsidiaries are signed up they are then notified by email and asked to create passwords to access their accounts. The parent organisation can invite additional subsidiaries at any stage and amend the chosen tasks if required.

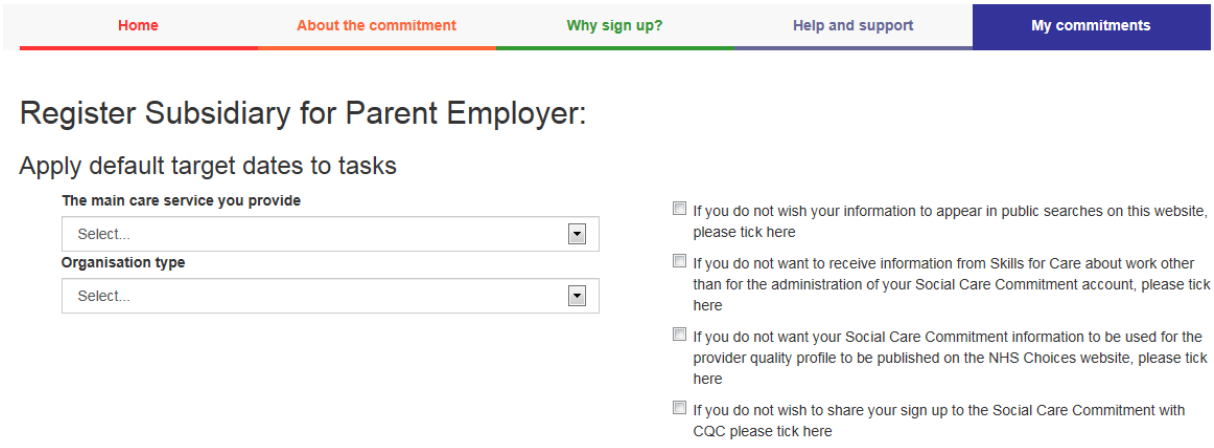
This guide sets out how to use the model effectively but if you have any questions or require additional information please contact Support on 0845 300 9505 or email us at tsccsupport@skillsforcare.org.uk

Getting Started

Log into your Social Care Commitment account and select Manage Account from your Employer Dashboard. You will then see the Account Management page as per screenshot below.

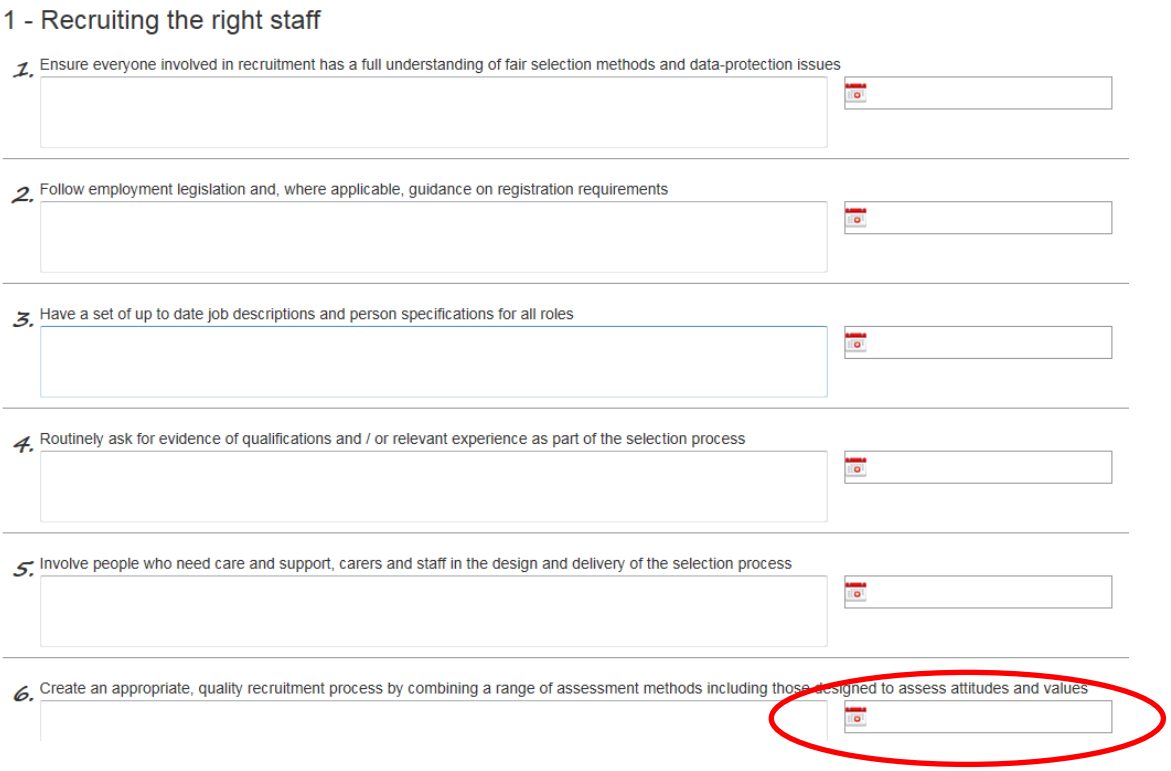


Select Register subsidiary button.

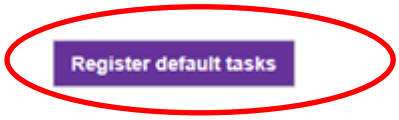

Home
About the commitment
Why sign up?
Help and support
My commitments
Register Subsidiary for Parent Employer:
Apply default target dates to tasks
The main care service you provide
Select...
Organisation type
Select...
If you do not wish your information to appear in public searches on this website, please tick here
If you do not want to receive information from Skills for Care about work other than for the administration of your Social Care Commitment account, please tick here
If you do not want your Social Care Commitment information to be used for the provider quality profile to be published on the NHS Choices website, please tick here
If you do not wish to share your sign up to the Social Care Commitment with CQC please tick here

You now need to choose the main care service you provide. If all main care services are different chose the most common one. You can change the main care service for individual subsidiaries if required at a later point in the process. You also need to select your organisation type.

If you do not agree to the sharing permissions you need to tick to opt out. Leaving them un-ticked is opting in.


1 - Recruiting the right staff
1. Ensure everyone involved in recruitment has a full understanding of fair selection methods and data-protection issues
2. Follow employment legislation and, where applicable, guidance on registration requirements
3. Have a set of up to date job descriptions and person specifications for all roles
4. Routinely ask for evidence of qualifications and / or relevant experience as part of the selection process
5. Involve people who need care and support, carers and staff in the design and delivery of the selection process
6. Create an appropriate, quality recruitment process by combining a range of assessment methods including those designed to assess attitudes and values

You now need to select the tasks for the statements. For each of the 7 statements you must select a minimum of 1 task per statement and enter a date. You can enter text if wish up to a maximum of 2000 characters per task box. After you have done this scroll to the bottom and click Register default tasks button.

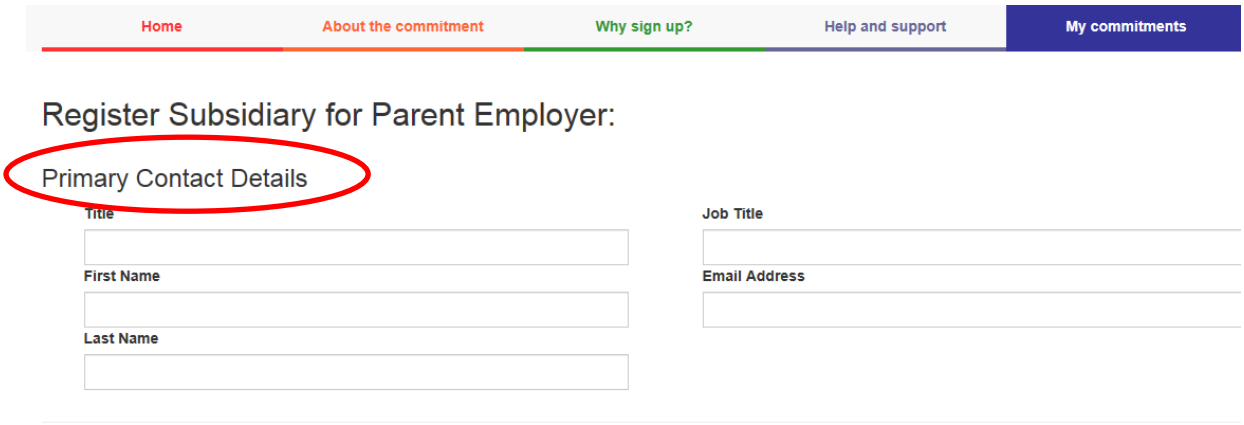


Once tasks have been selected for all 7 statements click to proceed.

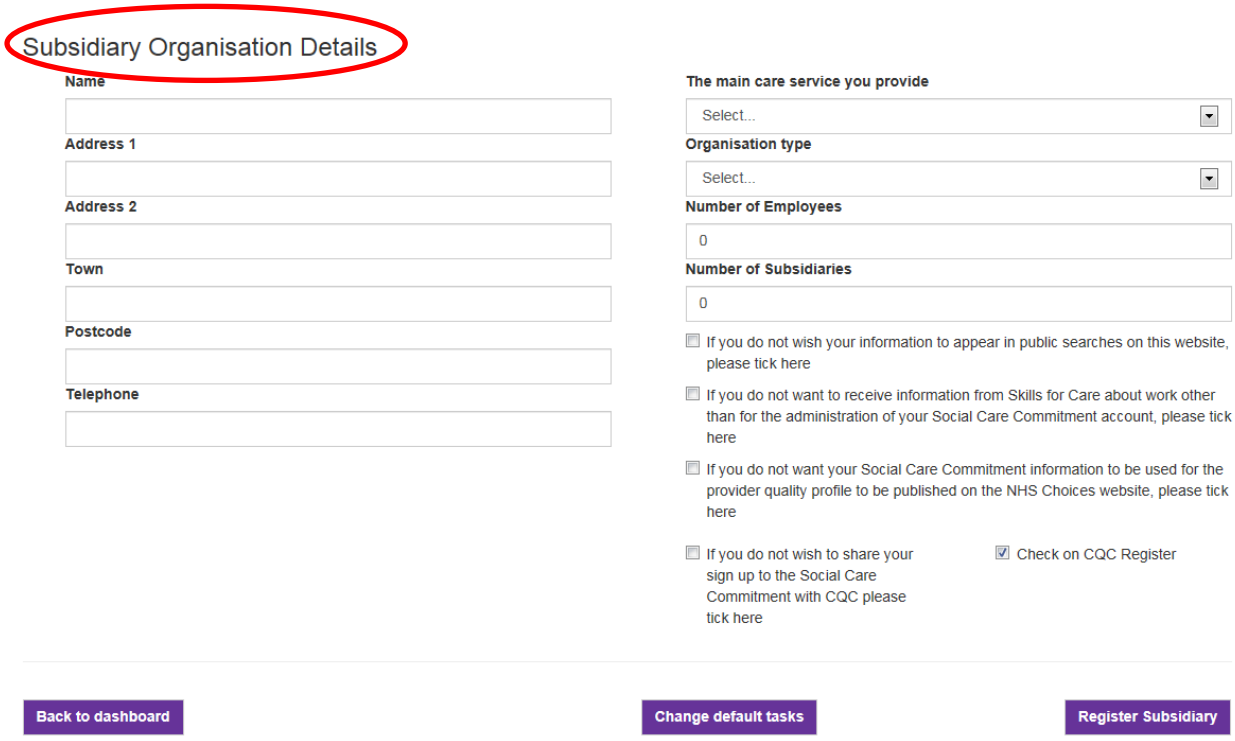
You have now completed the first stage of the Large Employer Model and chosen a standardised set of tasks. The second stage is to enter your primary contact details for each individual subsidiary.

Primary Contact

Each subsidiary organisation must have a primary contact assigned to them. This is the person who will be responsible for managing the account.



Enter all contact details as above. Once completed scroll down to complete the Subsidiary Organisation Details.


Subsidiary Organisation Details
Name
Address 1
Address 2
Town
Postcode
Telephone
The main care service you provide
Select...
Organisation type
Select...
Number of Employees
0
Number of Subsidiaries
0
If you do not wish your information to appear in public searches on this website, please tick here
If you do not want to receive information from Skills for Care about work other than for the administration of your Social Care Commitment account, please tick here
If you do not want your Social Care Commitment information to be used for the provider quality profile to be published on the NHS Choices website, please tick here
If you do not wish to share your sign up to the Social Care Commitment with CQC please tick here
Check on CQC Register
Back to dashboard
Change default tasks
Register Subsidiary

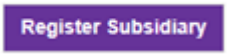
Name is the name of the organisation and the address is the business address.

If you need to amend the main care service and organisation type you can do this by selecting the drop down option of your choice.

Please enter the number of employees for that subsidiary. If you do not know the figure you can leave this as zero and it can be amended later.

The number of subsidiaries field will always be zero.

If you wish to amend the sharing permissions for this subsidiary you can do so.

Once you have completed this section click 

You will receive an on screen message to confirm the account has been created successfully as shown below.

Repeat the process above for each individual subsidiary organisation. Please note there are no limits on the number of accounts a primary contact can manage therefore you can enter their details repeatedly if required i.e. John Smith is the Registered Manager for 3 residential homes so can be invited three times for each home using the same primary contact details.

For organisations who are CQC registered the system will perform a check to find their provider and location ID's. If you do not want this search to be performed please un-tick the box

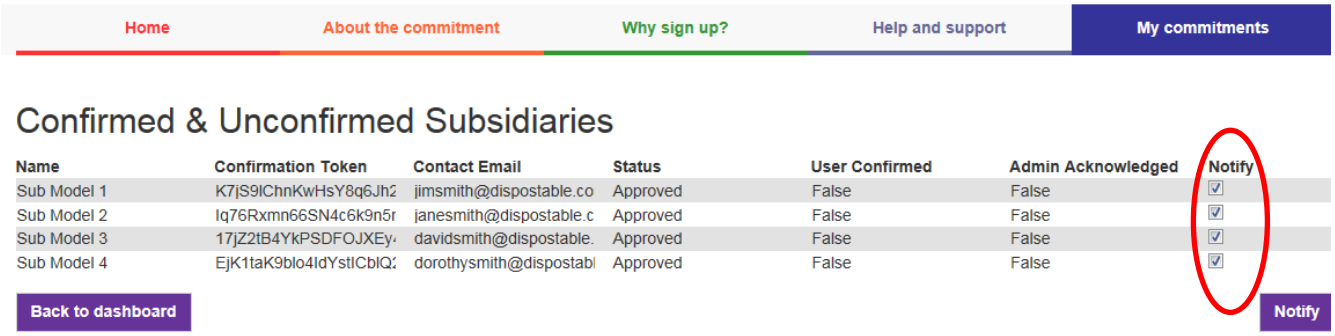
Notifying your Subsidiaries

After you have entered all your primary contact and subsidiary organisation details select the button

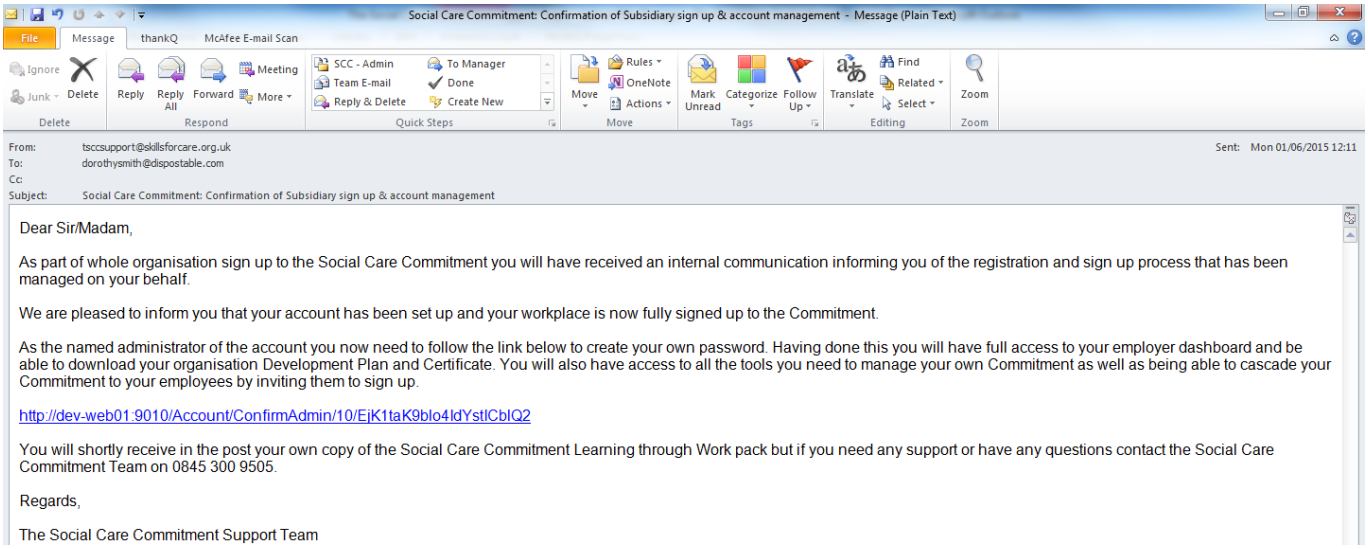
You will automatically be taken back to your Employer Dashboard and need to select Manage account to return to the Account Management page.

From here click

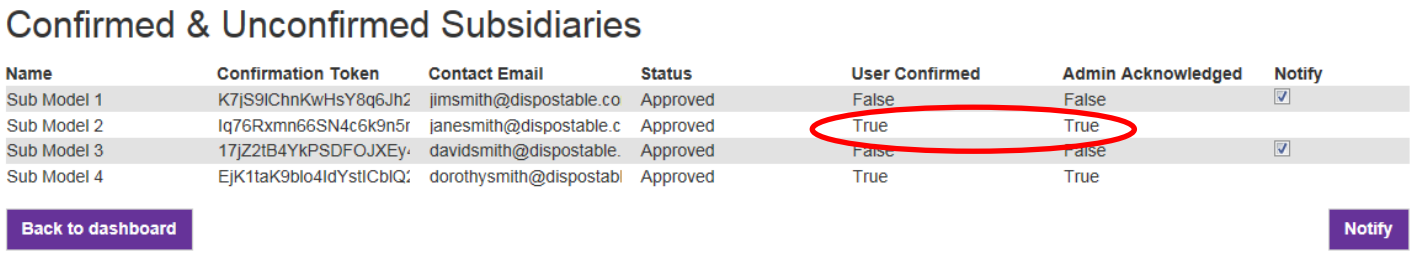
The next screen you will see a list of all Confirmed & Unconfirmed Subsidiaries. As this is the first time you have visited this screen none of the subsidiaries will be confirmed or acknowledged and all Notify boxes will be ticked.



To issue the notification email click Notify. Each subsidiary will receive an email as below inviting them to follow the link and create a password to access their account.


Social Care Commitment: Confirmation of Subsidiary sign up & account management - Message (Plain Text)
From: tsccsupport@skillsforcare.org.uk
Sent: Mon 01/06/2015 12:11
To: dorothysmith@dispostable.com
Cc:
Subject: Social Care Commitment: Confirmation of Subsidiary sign up & account management
Dear Sir/Madam,
As part of whole organisation sign up to the Social Care Commitment you will have received an internal communication informing you of the registration and sign up process that has been managed on your behalf.
We are pleased to inform you that your account has been set up and your workplace is now fully signed up to the Commitment.
As the named administrator of the account you now need to follow the link below to create your own password. Having done this you will have full access to your employer dashboard and be able to download your organisation Development Plan and Certificate. You will also have access to all the tools you need to manage your own Commitment as well as being able to cascade your Commitment to your employees by inviting them to sign up.
http://dev-web01:9010/Account/ConfirmAdmin/10/EjK1taK9blo4IdYstICbIQ2
You will shortly receive in the post your own copy of the Social Care Commitment Learning through Work pack but if you need any support or have any questions contact the Social Care Commitment Team on 0845 300 9505.
Regards,
The Social Care Commitment Support Team

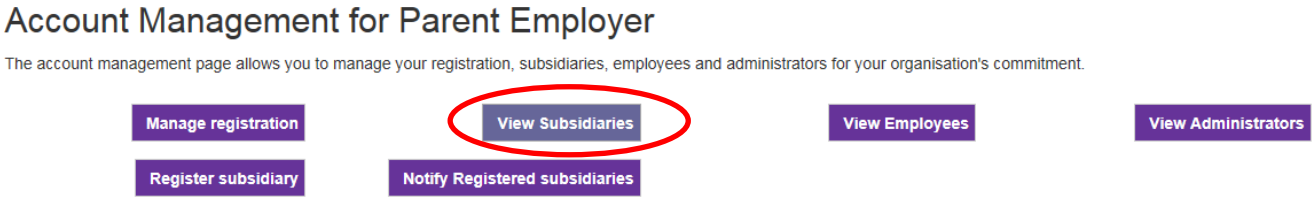
As each of your subsidiaries responds to the notification email the Confirmed & Unconfirmed Subsidiaries screen will change and User Confirmed and Admin Acknowledged will change to True.



Subsidiaries who have yet to respond will remain as a False status and you can re-send the notification email by clicking Notify. You can select who to send the email to by un-ticking boxes as required.

There are instances where the user appears as User Confirmed True but Admin Acknowledged as False this means the user manages more than one Social Care Commitment account. When that user next logs into their Social Care Commitment and views the relevant dashboard their Admin Acknowledged status will change to True.

If you need to delete a subsidiary this can be done by selecting the option View Subsidiaries from the Account Management page and selecting Delete.


Account Management for Parent Employer
The account management page allows you to manage your registration, subsidiaries, employees and administrators for your organisation's commitment.
Manage registration
View Subsidiaries
View Employees
View Administrators
Register subsidiary
Notify Registered subsidiaries